



Parr Instrument Company

Let us build one for you.

Senior Inventory & Warehouse Specialist

Internal Posting Expires on:

10/30/2019

Parr Instrument Company is engaged exclusively in the design, manufacture and sale of laboratory instruments and apparatus for testing fuels and for conducting chemical reactions and tests under heat and pressure. Our products are used for research, quality assurance, production and teaching in laboratories, pilot plants, and small scale manufacturing facilities.

At Parr Instrument Company, we are committed to providing an environment of mutual respect where equal employment opportunities are available to all applicants and employees without regard to race, color, religion, sex, pregnancy, national origin, age, physical and mental disability, marital status, sexual orientation, gender identity, gender expression, military and veteran status, and any other characteristic protected by applicable law.

Parr Instrument Company believes that diversity and inclusion among our employees is critical to our success as a global company, and we seek to recruit, develop and retain the most talented people from a diverse candidate pool.

Job Summary/Principal Duties:

- Accurately pulls orders from stock.
- Responsible for accurately transacting inventory.
- Ensure inventory accuracy for direct and MRO product through the effective implementation of inventory control processes.
- Maintain adequate storage for on-site inventory.
- Ensure the creation and accuracy of records for material traceability.
- Receives incoming inventory and uses supplier packing slips along with employee's physical counts to achieve an accurate inventory of incoming items.
- Participation with cycle count activities including rectification of discrepancies.
- Effective communication as required with Materials Coordinator related to cycle count and other inventory activities.
- Handles RMAs including customer return for credit, warranty insuring 100% complete and accurate.
- Responsible for relocation of items within the defined inventory areas to support proper storage and identification of Parr product as defined in documented quality procedures.
- Additional warehouse projects as required.

Skills and Competencies:

- Must possess good organizational, communication, and interpersonal skills. Must be flexible, detail oriented, and have problem-solving abilities.
- Excellent time-management skills.
- Strong math and accounting skills.



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- Must demonstrate the ability to handle assigned responsibility and effectively communicate with other employees, management, and suppliers.
- Must demonstrate the ability to read and interpret documents such as safety rules and quality documents.

Reporting Relationship:

- Reports to the Assembly Manager.
- Coordinates with Materials Coordinator & Operations Manager.

Job Requirements:

- Relevant training and experience. Excellent organizational skills and adaptation to changes in the work environment. Good at managing priorities, great team worker, proactive and proficient in computer usage.

Education / Work experience:

- High school diploma or equivalent required.
- Formal inventory management training. APICS, SAP, ERP or similar.
- Minimum 5 years warehouse/inventory management or related field.
- Working knowledge of warehouse software.

Compensation:

- Competitive base pay, depending on qualifications and experience plus bonus program

Benefits:

- Health and Dental insurance
- 401K match and Pension
- Paid vacation and personal time
- Short and Long Term Disability
- Group Life Insurance and Voluntary Life Insurance

Physical Demands:

While performing the duties of this job, the employee is regularly required to use hands to finger, handle or feel; reach with hands and arms; talk or hear. The individual frequently is required to stand, walk, stoop, kneel, crouch or crawl. The employee is occasionally required to sit, climb or balance. The individual must regularly lift and/or move up to 50 lbs. and occasionally lift and/or move more than 100 lbs. Specific vision abilities required by this job include close vision, distant vision, color vision, peripheral vision, depth perception, and ability to adjust focus.



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**Please send a cover letter and resume to:
Julie Hipkins – HR Manager at
Julie.Hipkins@parrinst.com**